

INTERIM ELECTORAL MANAGEMENT BOARD FOR SCOTLAND
ACTION NOTE: 18 January 2011 3:00pm
City of Edinburgh Council HQ

Present:

- **Board members:** Gordon Blair (GB) (SOLAR rep), Billy Pollock (WP) (AEA rep), Bob Jack (BJ) (RO) Mary Pitcaithly, Convener and RO (Chair of meeting), David Anderson (RO), Brian Byrne, (BB) (SAA and ERO), Joan Hewton (JH ERO)
- **Advisers:** Andy O'Neill (AON) (Electoral Commission), Jon Henderson (JHe) Scotland Office, Steve Sadler (SS), Fiona Campbell (FC) (Scottish Government) Alex Thomson (AT) (Scottish Government Consultant on eCounting) Roddy Angus (RA) (Scotland Office)
- **In attendance:** Chris Highcock (CH) (Secretary to the Board)

		NOTE	ACTION / RESPONSIBLE
1	Apologies	<ul style="list-style-type: none"> • Sue Bruce (SB) RO • Jackie Galbraith (JG) (Scotland Office) • Billy Sommerville (WS) (SAA) replaced by Joan Hewton • Stuart Galloway (SG) (SOLAR rep) • John Harris (COSLA) 	Noted
2	Previous Action note	<ul style="list-style-type: none"> • Agreed for circulation 	GB WP
3	Future Remit and Status of the Board	<ul style="list-style-type: none"> • Draft Standing Orders of the Board had been circulated. These were drafted by FC on the basis of previous work form GB. ACTION ALL to review and supply comments to CH by end February. To be discussed / adopted at March meeting. To be recommended for adoption by EMB at its first meeting. 	ALL
4	Planning for future elections	<p>Preparation of 5 May 2011 Electoral Events</p> <p>Royal Mail Support (Ian McKay Director of Scottish Operations, Rachael Wiham, Head of Elections, Brian A Smith Planning for Scotland)</p> <p>Key points:</p> <ul style="list-style-type: none"> • Local contacts will be provided to CH for circulation to DROs ASAP 	Royal Mail

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		<ul style="list-style-type: none"> • <u>Good Friday is a normal working day for Royal Mail in Scotland – there will be collections and deliveries</u> • Prior to other holidays over that period, rather than the normal pre holiday shut down at 8pm the systems will be operating until 12 midnight to try to shift as much material as possible. • Purple flashes on postal votes will be noticed and well treated • Licenses- ROs to endeavour to ensure that licences are up to date and in place. However if they are out of date material will still be dealt with and the problem raised as a matter of urgency <ul style="list-style-type: none"> ○ Also note that the first line of license can be revised to Counting Officer / Returning Officer at no charge • Escalation is to be via specified local contacts wherever possible, not via sorting office. • Sweep in place and to be paid for nationally (at a UK level) centrally • If postal votes are handed over to Royal Mail on 18 April – as per CCO direction – it is expected that all electors should be in possession of votes by Good Friday – 22 April at the very latest. This fits in with the general principle that 96% of all first class post is delivered the next day. However, need to liaise closely with printers to facilitate process. • Other specific issues raised from individual ROs to be pursued separately <p>Legislation</p> <ul style="list-style-type: none"> • Scottish Parliament (Elections etc) Order 2010 – now in force • Parliamentary Voting Systems and Constituencies Bill – still before the Lords however, at this point there is every expectation that the referendum will be on 5 May and Scotland Office encouraged all ROs to continue to prepare on that premise. • Charges Order – still awaited. However the following points are clear: <ul style="list-style-type: none"> ○ The provision for the Referendum will be as if it was a stand alone Referendum and the provision for the SP elections as if they were stand alone elections ○ Costs likely to be split 50%:50% between the referendum and the SP elections 	

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		<p>Guidance and Directions from CCO</p> <ul style="list-style-type: none"> • First module was issued to COs on 23rd Dec 2010. Last 4 modules now expected on Monday 24 January. Note the various directions that are included in these modules. ACTION ALL must review and take note of the specific directions <p>Forms and Templates</p> <ul style="list-style-type: none"> • PVS and Poll Care template drafts have been circulated. CCO will circulate final versions by 28 January. • CCO will circulate other templates and forms – including Ballot Paper by early February <p>Letter from RCO</p> <ul style="list-style-type: none"> • Noted <p>Electoral Commission Briefing Event 24 February 2011</p> <ul style="list-style-type: none"> • AON noted that members of the Board may be requested to assist with presentations etc and the agenda would be agreed with the EMB. <p>Constituency Issues</p> <ul style="list-style-type: none"> • Timing of Count – CH has undertaken a survey of ROs as to their intentions. CH has drafted discussion paper for MP to present to the PPP on 25 January. Both to be ready for circulation to PPP • Notices – IEMB would encourage an “as early as possible” approach e.g to issue of notice of poll, so that the nomination period is maximised to the benefit of parties. • Poll Cards – CCO is encouraging – wherever possible – a combined issue. Templates .text to be supplied. Issue date of 28 March • Ballot Papers – Colours to be Peach (Regional) and Lilac(constituency) CH 	<p>ALL</p> <p>ALL</p> <p>ALL</p>

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		<p>holds samples and has circulated rough pantone references (although pantone references do not apply to colour wash print stock)</p> <ul style="list-style-type: none"> • Numbering – approach to be decided upon to give a consistent approach to numbering of SP and Ref papers. RROs need to coordinate • Prefixes – every Ref paper across UK needs to be unique. CCO / EC have proposed use of reference number derived from constituency as wqs used in European constituency name on the back it is unique and that this may be seen as an elections in 2009. GB noted that since each paper is printed with the unnecessary measure. ACTION CH to investigate with CCO • Staffing – note that the need for staff both Referendum and SP count s is a major burden to RO / COs • Staff payments – Polling staff – pay rates to be as in 2010. Count staff pay rates are a local operational issue to be determined by COs /. ROs. May also depend on Count model and timing of Count • Count Processes – specifically with respect to recounts for Regional Counts – CCO will issue guidance for proposed count models for the referendum. With respect to Regional recounts, RROs should refer to the guidance that was prepared and issued for 2007. • Postal Vote Sweep – all undertake a sweep. To be funded by centrally • Collection from Polling Places during day of poll – ALL to follow direction of RRO. • Issue of poll cards and postal votes – note dates in directions from CCO <p>Preparation for Scottish Local Government Elections 2012</p> <ul style="list-style-type: none"> • Legislation: at committee next week; stage 1 debate 2 February 2011; Stage 2 debate 2 March 2011; Stage 3 debate 16 March 2011; then will become law • E Counting - trials are currently underway; all councils should attend. • Rules – to be brought forward in the next parliamentary session – in force in November which will allow 6 months prior to election 	<p>CH</p> <p>ALL</p>
5	IEMB Information	<ul style="list-style-type: none"> • Circulated 	

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	Bulletin		
6	Regional Counting Officers' Group and associated meetings	<ul style="list-style-type: none"> • Noted. • CH to circulate note of key issues from meeting • Will be a rehearsal of results collation system week commencing 4 April 	
7	Electoral Commission Circulars etc	<ul style="list-style-type: none"> • Noted 	
8	Scottish Political Parties Panel: (Next Meeting Tuesday 25 January 2011)	<ul style="list-style-type: none"> • Noted • Count Timing to be discussed 	
9	Boundary Issues Reviews of Polling Places	<ul style="list-style-type: none"> • None 	
10	Consultations	<ul style="list-style-type: none"> • Note that IEMB has been asked to give evidence with respect to the Scotland Bill. 2:15 1 February 2011 	
11	Any Other Business	<ul style="list-style-type: none"> • Dates of future meetings to be agreed • It was suggested that the Friday afternoon of COSLA Leaders' Meetings at Scotland Office or in COSLA might be useful ACTION CH to confirm dates 	CH
Next Meeting – To be determined			